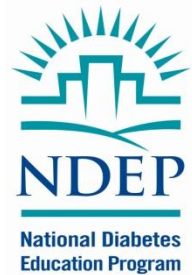


**National Diabetes Education Program
Partnership Structure
January 2012**



NDEP's Partnership Principles

NDEP was built and sustained with its many partner organizations, and partners are key to NDEP's success. NDEP is committed to collaborating with partners to achieve shared goals and work on mutually-beneficial initiatives to prevent and control diabetes and improve quality of life of people with diabetes. By working together, NDEP and its partners can make a greater difference than any single group could alone.

To support the partnership, NDEP will:

- Work with partners to identify a shared mission and goals for collaborative activities and clear roles and expectations
- Ensure a partnership that is highly diverse and inclusive, allowing all members who endorse the partnership's mission and goals to participate in its efforts at the level of involvement that is mutually beneficial.
- Provide an organizational structure in which the partnership can perform its activities efficiently and effectively, including providing an effective leadership structure; providing staff support for the partnership and its activities; providing and mobilizing resources to support the partnership; ensuring decision-making processes that allow for broad and diverse input; and using transparent and two-way communication mechanisms
- Focus on strategic, realistic, and achievable actions that will provide concrete results to benefit people with diabetes, those at risk, their families, and those who serve.
- Will acknowledge and celebrate successes of the partnership and of partner activities
- Evaluate the partnership and its activities and incorporate and share lessons learned

NDEP Partnership Network

What: The Partnership Network consists of all of NDEP's varied partner organizations and individuals. Partners are the key to NDEP's success and work with NDEP in a variety of ways to identify needs for collaboration and synergistic opportunities for win-win projects and initiatives. NDEP provides partners with accurate, evidence-based messages, and culturally and linguistically appropriate messages and materials that facilitate partner outreach and interaction with health care professionals of all disciplines, people with diabetes, people at risk for diabetes, and social and community groups. These materials are copyright-free, low- or no-cost, and support people seeking to make behavior changes needed to improve diabetes health outcomes. NDEP also offers training and technical assistance to help increase capacity to develop interventions that meet partner and NDEP needs and contribute to behavior, social,

policy, and environmental change. As a national program, NDEP provides partners with a community for networking and exchanging ideas with and learning from a diverse group of other organizations (community, business, clinical, governmental, etc.) and also opportunities for each partner organization to expand its activities and have a greater impact by combining efforts and resources with NDEP and other partner organizations. Members of NDEP's Partnership Network also have the opportunity to give input to the direction and approaches, and participation in the initiatives of a national program.

Who: All organizations and individuals that share NDEP's mission, goals, and strategies to improve the health outcomes of people with diabetes and people at risk for diabetes.

How: *News & Notes* e-newsletter, emails about upcoming releases or promotions, NDEP's social media channels, quarterly promotions teleconferences, the NDEP website, the NDEP Partnership Network Meeting, participation on committees and groups, collaboration on projects, presentations and exhibits by NDEP volunteers and staff at conferences and meetings and through support of the networks and outreach of NDEP partner organizations.

NDEP Executive Committee

What: The Executive Committee (EC) is a standing committee that guides all NDEP activities, with input from the NDEP Partnership Network and NDEP Staff. Activities include:

- Communicating with and seeking input and recommendations from the Strategic Directions Group, Stakeholder Groups, Operations Committee, and Task Groups on priorities related to NDEP's strategic plan and yearly action plans.
- Setting NDEP's 3-year strategic plan, yearly action plans, and program priorities.
- Reviewing, guiding, and allocating resources (human and fiscal) for all NDEP activities.
- Appointing members and leaders of all committees and groups.
- Providing guidance and counsel to NDEP staff on a regular basis.
- Representing NDEP in discussions with partner organizations and at major scientific meetings.

Who: The EC includes the leadership of NDEP at NIH and CDC, a volunteer chairperson (who will also chair the Strategic Directions Group), the immediate past chairperson of the EC, and the chairperson of the Operations Committee. The volunteer leaders are appointed by NIH and CDC and serve staggered, two-year terms. Voluntary leaders may have their term renewed for one year.

How: Twice a month phone conferences, 2-3 in-person meetings a year, participation in Operations Committee and Strategic Directions Group meetings, and attendance at the NDEP Partnership Network meeting.

NDEP Staff & Contractors

Who and What: The NDEP staff and contractors include staff from CDC, NIH, and their contractors. NDEP staff is responsible for providing day-to-day strategic guidance and support for the entire NDEP effort. Activities include:

- Assessing and conducting strategic analysis.
- Strategic planning—overall and of specific projects and initiatives.
- Developing and reviewing all products, processes, and procedures for NDEP.
- Supporting and participating in all NDEP meetings – Partnership Network Meeting, Stakeholder Group sessions, Strategic Directions Group, Operations Committee, task groups and others that may be developed.
- Conducting and applying audience research (formative and testing).
- Ensuring government clearance of projects and materials.
- Promoting/disseminating NDEP information to a range of audiences, directly and with partners.
- Providing technical assistance and training.
- Implementing, and supporting partners in implementing, NDEP messages.
- Conducting program monitoring and evaluation.
- Conducting regular partnership outreach, recruitment, and engagement.
- Providing ongoing partnership support, communication, management, and maintenance.
- Coordinating and integrating all program activities.

NDEP Stakeholder Groups

What: NDEP Stakeholder Groups are comprised of representatives of organizations and/or individuals who share mutual interests and goals with NDEP and have capacity to identify and address the needs of high-risk and other priority populations. They are regularly informed about NDEP's activities and provide input and feedback to NDEP.

Activities may include:

- Working with NDEP, with each other, and with other Stakeholder Groups to ensure that the needs and priorities of high-risk populations and/or major stakeholder groups are addressed in NDEP's plans and initiatives.
- Sharing information and providing input on an ongoing basis to the Operations Committee and relevant task groups to ensure that NDEP messages, materials, and initiatives are audience-appropriate and culturally-sensitive.
- Reviewing proposed strategies, messages, materials, and tools in development by NDEP staff and Task Groups.
- Reviewing messages and materials in development by staff and task groups.
- Recommending nominees for participation on Task Groups and the Operations Committee.
- Serving on relevant Task Groups, the Operations Committee, and the Strategic Directions Group.
- Assisting NDEP in identifying and engaging new partners to ensure a wide diversity of traditional and non-traditional partners.
- Collaborating with NDEP to ensure greater reach to high-risk and other priority populations.

A subset of this group will be appointed by the Executive Committee (after consultation with and recommendations from the groups) to serve on the Strategic Directions Group.

Who: Members of organizations and experts who share mutual interests and goals with NDEP and address diabetes/chronic diseases in high-risk populations (e.g., ethnic minority groups, age-related groups) or with relevant intermediaries (e.g., health care providers, policymakers, business and industry, community-based organizations). The groups and their membership may change with changes in NDEP's strategic plan or priorities, partner interest, and opportunities for synergistic activities.

How: Communication and engagement processes may vary, depending on the group. Options include: one-on-one meetings with NDEP leadership and the organization; NDEP attendance via exhibits and presentations at stakeholder organization meetings; individual Stakeholder Group meetings at the NDEP Partnership Network Meeting; conference calls and video conferences; ongoing telephone, email, electronic and social media communications; other networking opportunities; cross-stakeholder calls to address common issues; and presentations (webinars) to all stakeholder groups on issues of interest.

NDEP Strategic Directions Group

What: The NDEP Strategic Directions Group provides the “big picture perspective” of the broad diabetes environment and of affected communities and uses this information to assist in developing NDEP's strategic plans and setting priorities. In essence, it is NDEP's “think tank” from which innovative ideas and strategies related to diabetes research, education, community intervention, and practice may emerge. Activities include:

- Working with NDEP staff and the EC to develop NDEP's three-year strategic plan and annual action plans to address areas that are mutually beneficial.
- Representing the needs and priorities identified by NDEP Stakeholder Groups.
- Providing information for needs assessments and environmental scans to identify existing programs and gaps, and inform strategic planning.
- Participating on and recommending task groups and nominees for relevant committees and task groups.
- Assisting NDEP in identifying gaps in partner representation and in recruiting new partners.

Who: Approximately 30-35 members representing organizations within the broad diabetes and public health communities, from health professional organizations to community-based groups serving high risk audiences and representing the Stakeholder Groups. The Executive Committee may invite other organizations to participate from time to time, and membership may change with changes in NDEP's strategic plan or priorities, with partner interest, and opportunities for synergistic activities. Members serve staggered three-year terms, with an annual recommitment by the partner organization and their representative. Members may serve two terms.

How: A yearly meeting, coinciding with an Operations Committee meeting, attendance at the NDEP Partnership Network meeting, and ongoing telephone, email, electronic and social media communications, as appropriate.

NDEP Operations Committee

What: The NDEP Operations Committee is a standing committee charged with determining how to implement and coordinate NDEP's activities and task groups and ensuring synergy between all the components. Participants on the committee will represent expertise in five core functions: translating science, communications and promotion, community intervention, multicultural engagement, and evaluation. This committee, envisioned to be a relatively small group of 5 to 10 members, is supported by NDEP staff and contractors. Activities performed by this committee include:

- Assisting with guiding implementation of an annual action plan, suggesting task groups, helping to develop plans for specific tasks, helping to identify partners, and suggesting implementation and evaluation activities.
- Assisting in identifying needs/gaps and the feasibility of implementing suggestions from the strategic plan.
- Identifying the need for task groups and recommending members to the EC. As appropriate to the task assigned, each task group should have members with expertise in translating science, communications and promotion, community intervention, multicultural engagement, and evaluation.
- Assisting in identifying needed expertise and partner organizations with this expertise.
- Providing linkage, coordination, and monitoring across activities and task groups and ensuring continuity of projects.
- Participating on task groups or providing subject matter expertise to task groups as needed.
- Ensuring regular communications with and feedback from Stakeholder Groups.

Who: No more than 10 members with individual or organizational expertise in translating science, evaluation, multicultural engagement, community interventions, and communication and promotion. Members will be drawn from the broad NDEP Partnership Network. Members would serve terms between 1-3 years. The NDEP Executive Committee will identify a chair serving a two year term that can be renewed once.

How: The Operations Committee is expected to meet twice a year in person and to have conference calls and WebEx meetings as necessary to complete its work. Some or all meetings may be with the Executive Committee. The Executive Committee may invite other organizations to participate from time to time, and membership may change with changes in NDEP's strategic plan or priorities, with partner interest, and opportunities for synergistic activities. Operations Committee members may serve on the Strategic Directions Group, will be expected to attend the NDEP Partnership Network Meeting, and will have opportunities to interact with Stakeholder Groups.

NDEP Task Groups

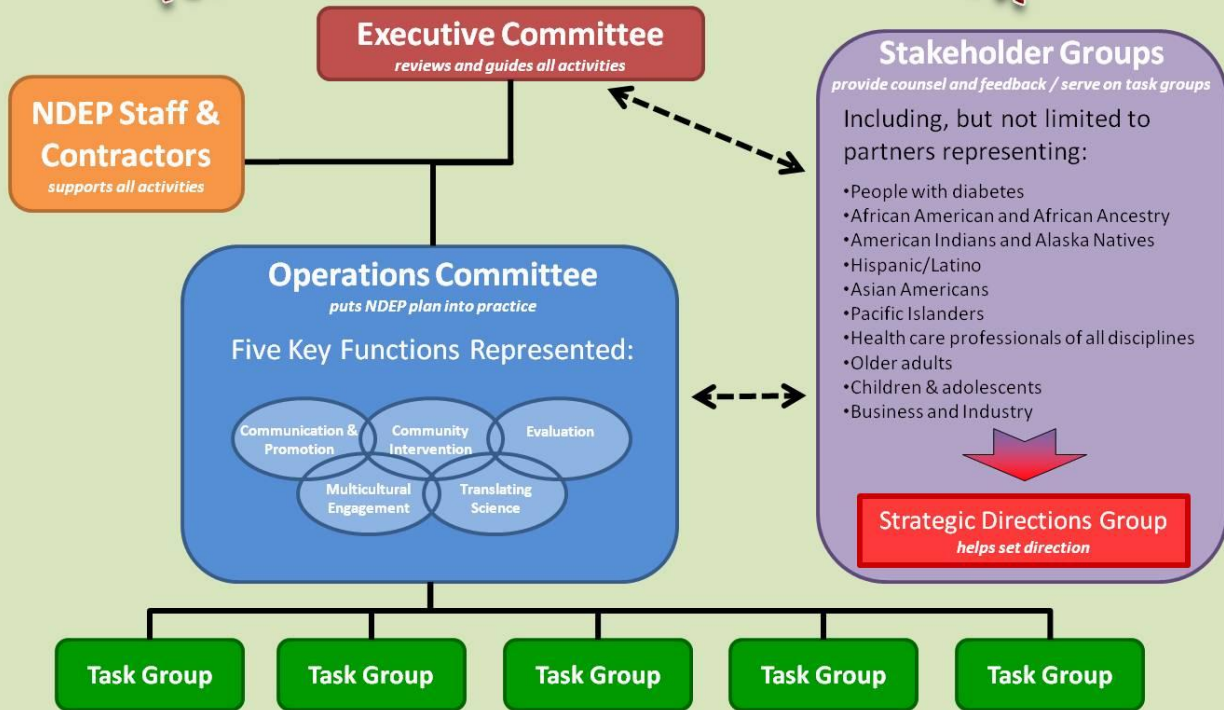
What: NDEP Task Groups are small groups of partners convened to accomplish specific projects or tasks from NDEP's yearly strategic plan in a specified period of time. As task groups complete their charge, task group members remain as members of the NDEP Partnership Network. New task groups will be developed to address other NDEP strategic plan priorities and interested and appropriate partners will have opportunities to participate on these new groups. Recommendations for Task Groups can be initiated by any NDEP body, including Stakeholder Groups, the Strategic Directions Group, an existing Task Group, the Operations Committee, the Executive Committee, or the Partnership Network. Task Groups and members will be appointed by the NDEP Executive Committee. Task Groups will be led by a volunteer chairperson and supported by NDEP staff and contractors, and will report to the Operations Committee. Examples of activities include:

- Updating and revising existing or creating new NDEP resources.
- Packaging existing materials for specific audiences.
- Ensuring cultural and linguistic appropriateness in all products and initiatives.
- Planning and conducting specific diabetes-related promotional activities.
- Developing technical assistance and training resources.
- Planning and developing a compendium of case studies or success stories of the work of NDEP and its partners.
- Planning and implementing overarching evaluation activities.
- Planning the NDEP Partnership Network Meeting.

Who: NDEP partners and other external experts with experience and interest in the projects/tasks identified as priorities. As much as possible, and as appropriate, each task group will include "translating science," "communication & promotion," "community intervention," "evaluation" and "multicultural engagement" representation as well as topic experts.

How: Conference calls; e-mail; electronic blackboards; may also meet at the NDEP Partnership Network Meeting.

NDEP Partnership Network



NDEP Partnership Network

Updated 1/27/2011